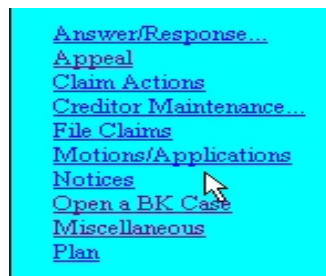


**Motion to Make Direct Plan Payments to Chapter 13 Trustee**

**STEP 1** Select **Bankruptcy** from the **Main Menu**, and then click on **Motions/ Applications**.



**STEP 2** The **Case Number** entry screen displays.

A screenshot of the Case Number entry screen. It features a text input field containing the case number '03-20826'. Below the input field are two buttons: 'Next' and 'Clear'.

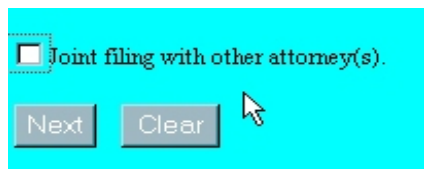
- ◆ **Case Number** - enter a case number in YY-NNNNN format.
- ◆ Click on the **Next** button.

**STEP 3** The select the type of **motion/application** being filed screen displays.

A screenshot of the screen to select the type of motion/application being filed. It shows a list of options: 'Pay Direct To Trustee', 'Pay Filing Fee in Installments', 'Pay Taxes', 'Pay Unclaimed Dividends', 'Preliminary Injunction', 'Prohibit Use Cash Collateral', 'Protective Order', and 'Quash'. The 'Pay Direct To Trustee' option is highlighted. Below the list are two buttons: 'Next' and 'Clear'.

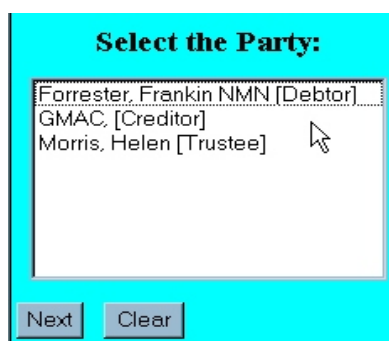
- ◆ Using the up and down arrows to the right of the box, scroll through the options to highlight the type of document being filed (**Pay Direct to Trustee**).
- ◆ Click on the **Next** button.

**STEP 4** The **Joint filing with other attorney(s)** prompt displays.



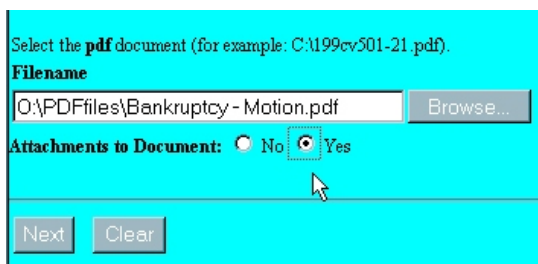
- ◆ Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- ◆ Click on the **Next** button.

**STEP 5** The **Select the Party** screen displays.



- ◆ Click on the debtor(s) name.
- ◆ Click on the **Next** button.

**STEP 6** The **Select the pdf document** screen displays.



- ◆ Type the path and file name in the blank box, or click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach the **Proposed Order**, click on 'Yes.'
- ◆ Click on the **Next** button.

**STEP 7** The **Select one or more attachments:** screen displays.

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

O:\PDFfiles\Bankruptcy - Proposed Order. Browse...

2) Select a document type and/or enter a description.

Type	Description
Proposed Order	Granting Motion to Make Direct Paym

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List

Remove from List

Next

- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list.
- ◆ As documents are added to list, they will appear in the filename list box.
- ◆ Click on the **Next** button when finished with all attachments.

**STEP 8** The **With Certificate of Service?** screen displays.

With Certificate of Service? y or n: y

Next Clear

- ◆ Type a lowercase '**y**' if a Certificate of Service is attached to your document or a lowercase '**n**' if there is no Certificate of Service.
- ◆ Click on the **Next** button.

**STEP 9** A case verification screen displays. Click on the **Next** button.

File a Motion:

2:03-bk-20826 Frankin NMN Forrester

Next Clear

**STEP 10** The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.

**Docket Text: Final Text**

Motion Filed by Franklin NMN Forrester to make Chapter 13 Plan Payments Directly to Trustee with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Make Direct Payments to the Trustee) (atyjgb, )

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

**STEP 11** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from atyjgb, entered on 10/1/2003 at 2:08 PM EDT and filed on 10/1/2003

**Case Name:** Franklin NMN Forrester

**Case Number:** [2:03-bk-20826](#)

**Document Number:** [2](#)

**Docket Text:**  
Motion Filed by Franklin NMN Forrester to make Chapter 13 Plan Payments Directly to Trustee with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Make Direct Payments to the Trustee) (atyjgb, )

The following document(s) are associated with this transaction:

**Document description:** Main Document  
**Original filename:** O:\PDFfiles\Bankruptcy - Motion.pdf  
**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=1019576470 [Date=10/1/2003] [FileNumber=4813-0] [93684ae5e3d364a918fa5f1cb62a68485e54e402d80518ae9dc62f40ec4d38701a518670071266476b63133325606fd1a7a4364f6c9957833057a51d333b]]

**Document description:** Proposed Order Granting Motion to Make Direct Payments to the Trustee  
**Original filename:** O:\PDFfiles\Bankruptcy - Proposed Order.pdf  
**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=1019576470 [Date=10/1/2003] [FileNumber=4813-1] [6ca69d4f1d265cbcd9b900dc518337123e13702d1c1d4eeff06a600a52ed67a96f98ca97f]]